

Lois Day, Director of Child Welfare Programs**Authorized signature****Number:** CW-IM-14-016**Issue date:** 11/14/2014**Topic:** Other**Subject:** Forms pertaining to guardianship and adoption assistance.**Applies to (check all that apply):**

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (<i>please specify</i>): Child Welfare Programs |

Message:**Guardianship and Adoption Forms**

Following is a list of recently revised forms pertaining to guardianship and adoption assistance.

Please delete all prior electronic versions of these forms and only use the current forms from the DHS Forms Directory. Listed below are the form names, numbers, descriptions, and links:

Duties of a Guardian ([CF0975](#))

This form is designed to provide a potential guardian with general information regarding duties and responsibilities that will be granted to the guardian of a child in DHS custody upon the date appointed by the Court. It can be found on the DHS Forms Directory at the following link: <https://apps.state.or.us/Forms/Served/ce0975.doc>

The Adoption Assistance Application Requirements - ([CF0450](#)) is the form that DHS child welfare staff complete and submit to DHS Central Office when applying for adoption assistance for a child in the care or custody of DHS.

Note: The updated [CF0450](#) contains the information previously captured on the CF0969a form. The updated CF0969a is now the adoption assistance application for children who are not in DHS custody. [Form CF045](#) can be found on the DHS Forms Directory at the following link: <https://apps.state.or.us/Forms/Served/ce0450.doc>

Adoption Assistance Handbook ([CE9050](#))

This form is designed to provide pre-adoptive and adoptive families information about the adoption assistance program. It can be used as a tool for caseworkers and adoption workers to support pre-adoptive families as they become familiar with the adoption assistance program. It also offers information about the adoption assistance process which can be helpful for caseworkers, adoption workers, and potential adoptive families. The handbook can be ordered from distribution or downloaded from the DHS Forms Directory at the following link:

<https://apps.state.or.us/Forms/Served/de9050.pdf>

If you have any questions about this information, contact:

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